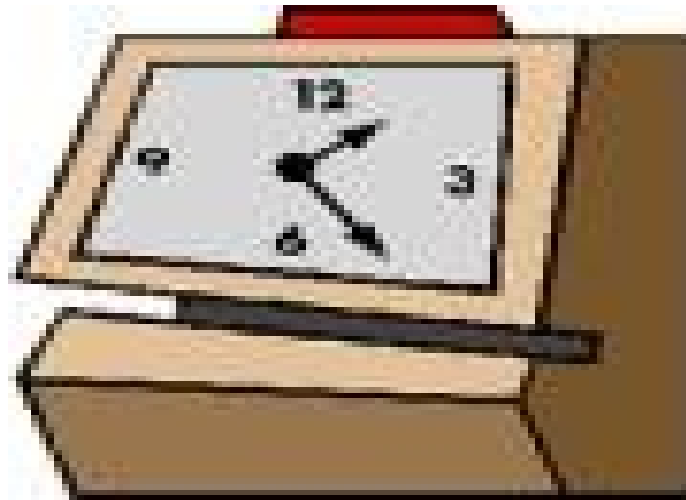


USPFO MILITARY PAY SECTION



TIMEKEEPER TRAINING

April 2011

TIME AND ATTENDANCE INPUT TRAINING



In this training you will learn the following:

- How do I fill out a Timecard?
- How do I fill out a Transmittal Letter?
- When do I enter a timecard?
- What is the deadline?
- What codes do I use?
- How do I log into DCPS?
- How do I enter time and attendance into DCPS?
- What do I do with my district's completed timecards?
- Who do I contact with input issues and questions?
- How do I enter a corrected timecard?
- What is a rejected timecard?

HOW DO I FILL OUT A TIMECARD?



Technician Pay Time & Attendance Report																			
EMPLOYEE ID		DIST		EMPLOYEE NAME										PERIOD ENDING		SEQ NO.			
XXX-XX-XXXX		07A		Smith, John A										1-Oct-2005					
		1	2	3	4	5	6	7	1	2	3	4	5	6	7	HOURS OF WORK			
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT				
		:	10:00	10:00	10:00	10:00	:	:	:	10:00	10:00	10:00	10:00	:	:				
TYP/SFT																			
		:	:	:	:	:	:	:	:	:	:	:	:	:	:				
WK	DAY	TYPE	HOU	HOURS	REMARKS				ENV	LST	TMP	NIGHT	INJ	INIT					
									HAZ	HR	SFT	DIFF	DATE						
REG		OT		COMP		HOL		SUN		2ND		ND		E/H		LV		NP/LV	

HOW DO I FILL OUT A TRANSMITTAL LETTER?



Technician Pay Transmittal Time & Attendance Reports	
District Number:	O 7A
Timekeeper name and number:	Jones, Mary
Time & Attendance signature authority:	LTC Anderson
Pay Period ending date:	1-Oct-05
Number of Time & Attendance Report attached:	7
Remarks: If any timecards need to be entered, please indicate that here	

WHEN DO I ENTER A TIME CARD?



- Timecards are entered every other week, on Monday, following the Pay Period Ending date PPE.

WHAT IS THE DEADLINE?



- Timecards must be entered before the close of business on Monday following the Pay Period Ending date.
- **Exception:** When the Monday following the Pay Period Ending date is a holiday, the deadline is extended to close of business on Tuesday.

WHAT CODES DO I USE?



- **CB** – Travel Compensatory Time Earned
- **CE** – Compensatory Time Earned
- **CF** – Travel Compensatory Time Taken
- **CT** – Compensatory Time Taken
- **KA** – LWOP
- **KG** – LWOP Military Furlough
- **LA** – Leave Annual
- **LB** – Advanced Annual Leave
- **LC** – Court Leave
- **LG** – Advanced Sick Leave (must be approved by HRO)
- **LL** – Law Enforcement Leave
- **LM** – Military Leave
- **LN** – Administrative Leave
- **LR** – Restored Leave
- **LS** – Sick Leave
- **LY** – Time Off Award

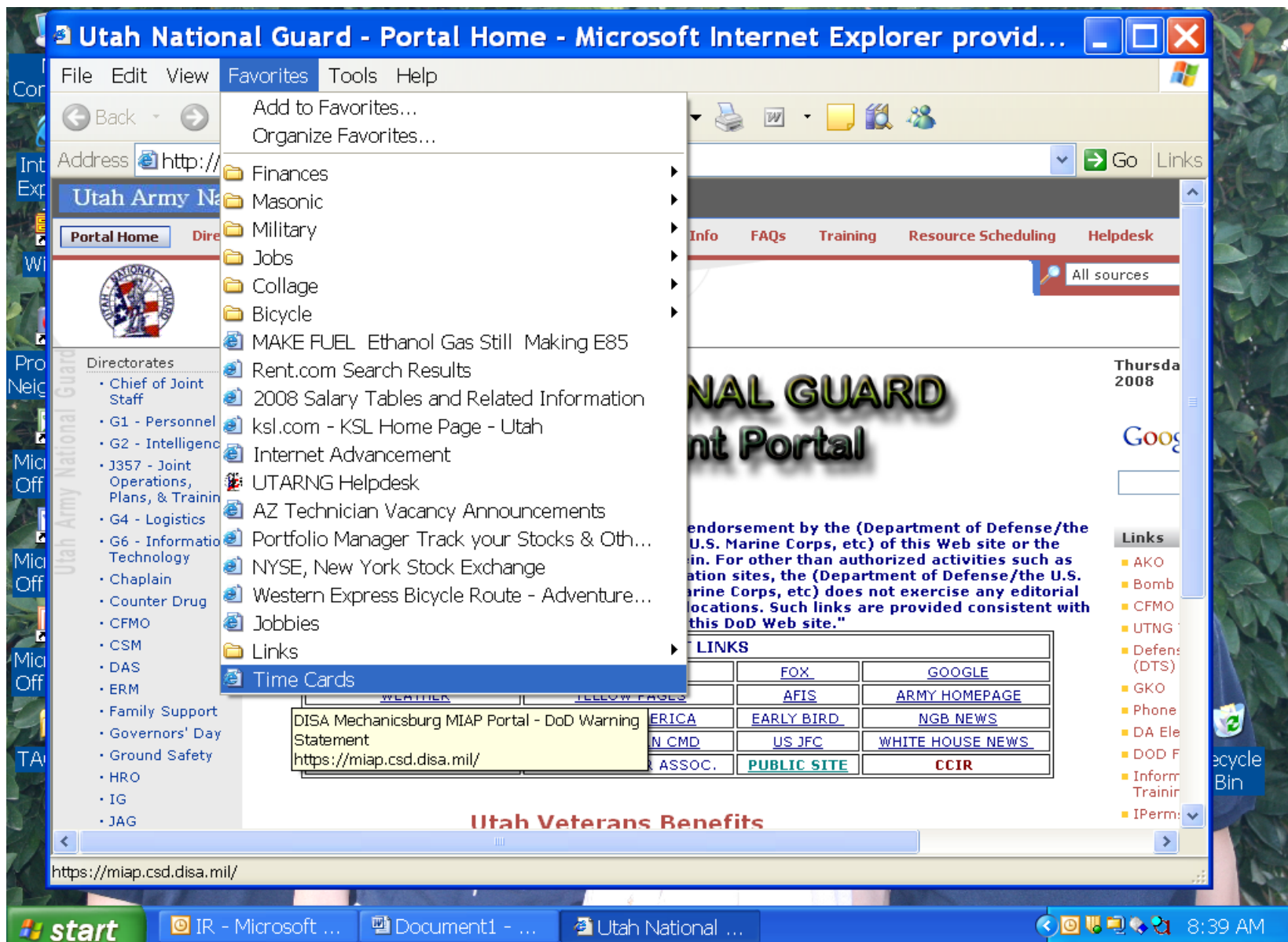
WHAT IS REQUIRED FOR LEAVE CODES?



- **CE, CB:** Form NGB 46-14 must be attached
- **KA, LA, LS, CT, CF, LB:** Remarks must state: “SF71 on File” or “SF71 attached” the technician must initial in the INIT column. If the leave is less than 10 hours, the actual hours must be indicated in the remarks, i.e.: “09:00 – 11:00”.
- **LM, KG:** Remarks must state: “SF71 on File” or “SF71 attached” the technician must initial the INIT column. The order # must also be indicated in Remarks and a copy of the orders must be attached to the timecard.

HOW DO I LOG IN TO DCPS?

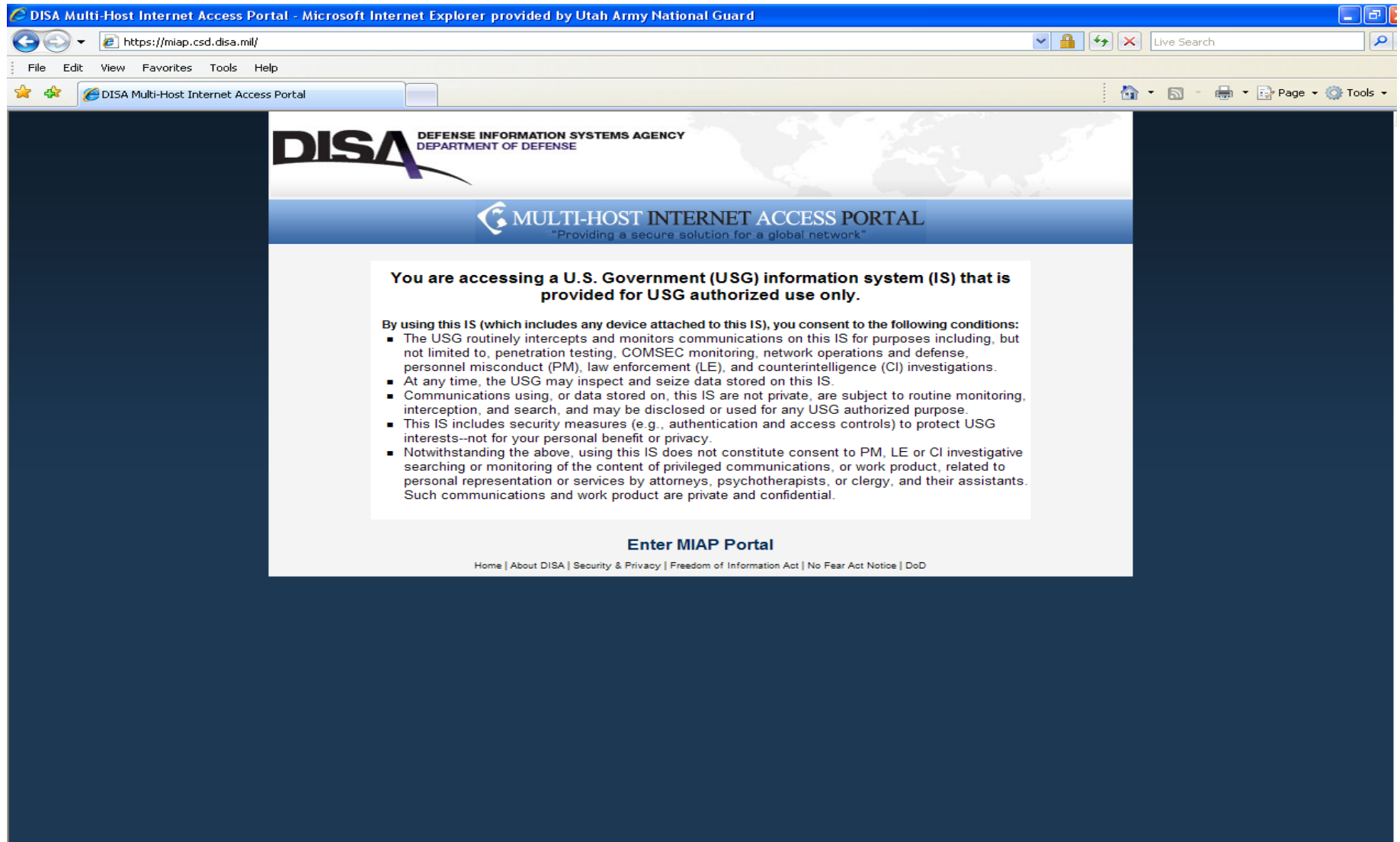




From the Home page enter <https://miap.csd.disa.mil/>

NOTE: This link can be saved to your Favorites File for quick access in the future.

The Defense Information Systems Agency (DISA) page appears.



Click on- Enter MIAP Portal

DISA Multi-Host Internet Access Portal - Microsoft Internet Explorer provided by Utah Army National Guard

https://miap.csd.disa.mil/portal.html

File Edit View Favorites Tools Help

DISA Multi-Host Internet Access Portal

DISA DEFENSE INFORMATION SYSTEMS AGENCY
DEPARTMENT OF DEFENSE

MULTI-HOST INTERNET ACCESS PORTAL
"Providing a secure solution for a global network"

 **Login**

Create New Account
[Sign Up](#) to start using MIAP today.

Manage Account
[Create](#) or [Reset](#) your password online

Online Support
Need help? Use one of our [online support](#) options

Tip Of The Day: Did you know you can reset your password **online**, without having to call the Support Center?

Note the following scheduled SA maintenance on the MIAP boxes

COLA on 22 Sept 2009 from 0530 - 0700 EST, COLB on 23 Sept 2009 from 0530 - 0700 EST, SATX on 24 Sept 2009 from 0530 - 0700 EST. MIAP will be available during these maintenance periods, using the alternate sites. If you experience intermittent connectivity issues please log back into MIAP.

System Status



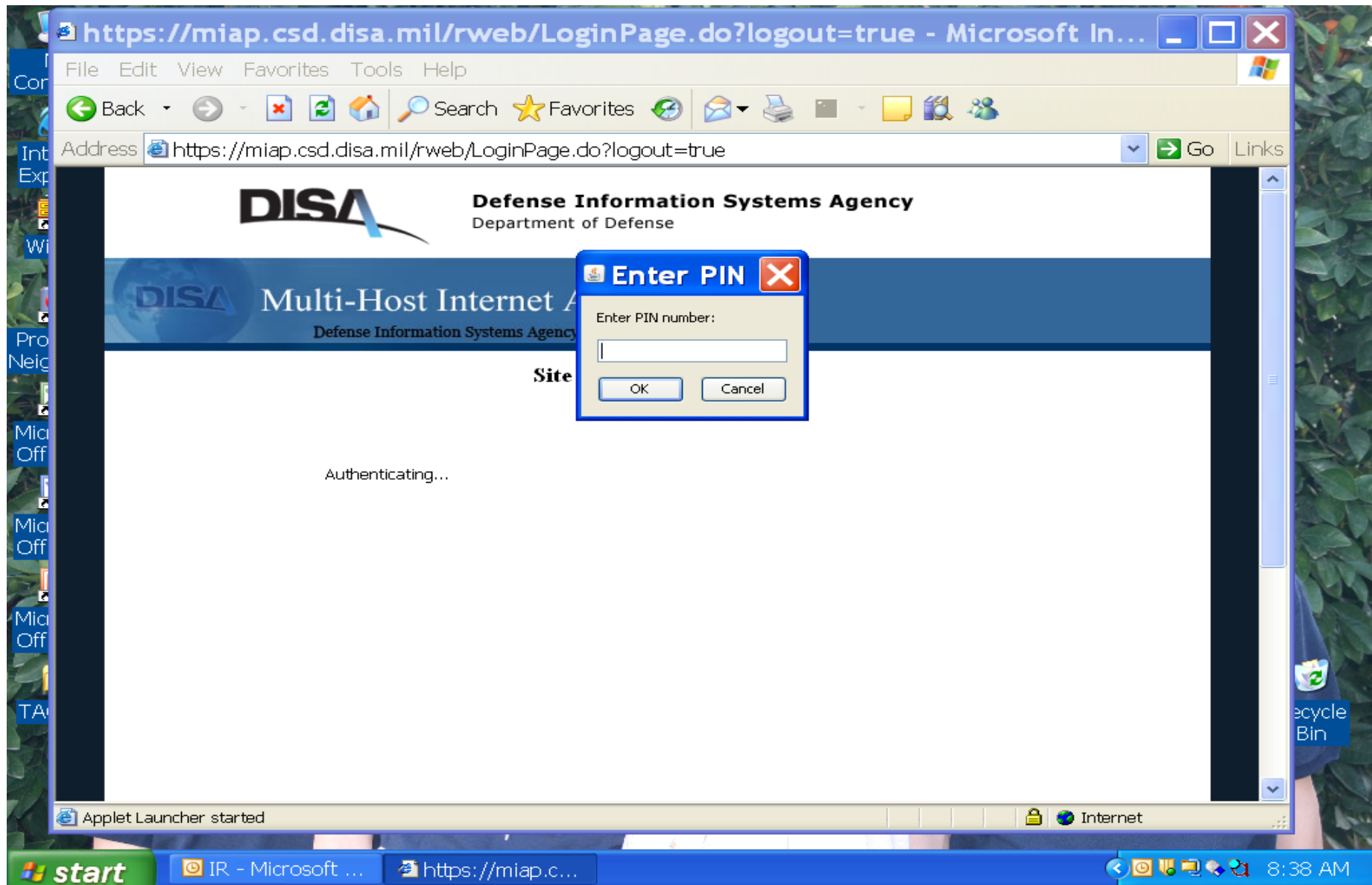
Link Library

- MIAP Users Manual v10
- Enhancement Guide v10
- STARS PKI Registration

Who We Are
MIAP is a DISA solution whose goal is to provide a secure web based access to meet the needs of our customers.

What We Do
MIAP supports web based access to z/OS, Linux, Unix, Unisys, and Windows platforms.

Click on- Login



Enter Pin



Home



Reset Password



Online Support

Site ID: San Antonio WS2

You are accessing Reflection as
CN=HORLACHER.DAVID.STEPHEN.1158243721,OU=USA,OU=PKI,OU=DoD,O=U.S.
Government,C=US.

Type	Name	Grouping
IBM	MECH MODEL2	
IBM	MECH MODEL2 {V2}	
IBM	MECH MODEL2 - RIBM	
IBM	MECH MODEL5	
IBM	MECH MODEL5 {V2}	
IBM	MECH MODEL5 - RIBM	
FTP	MECH MZF FTP	
FTP	MECH MZF FTP {V2}	
IBM	MECH PRINTER SPOOL1	
IBM	MECH PRINTER SPOOL1 {V2}	

Actions

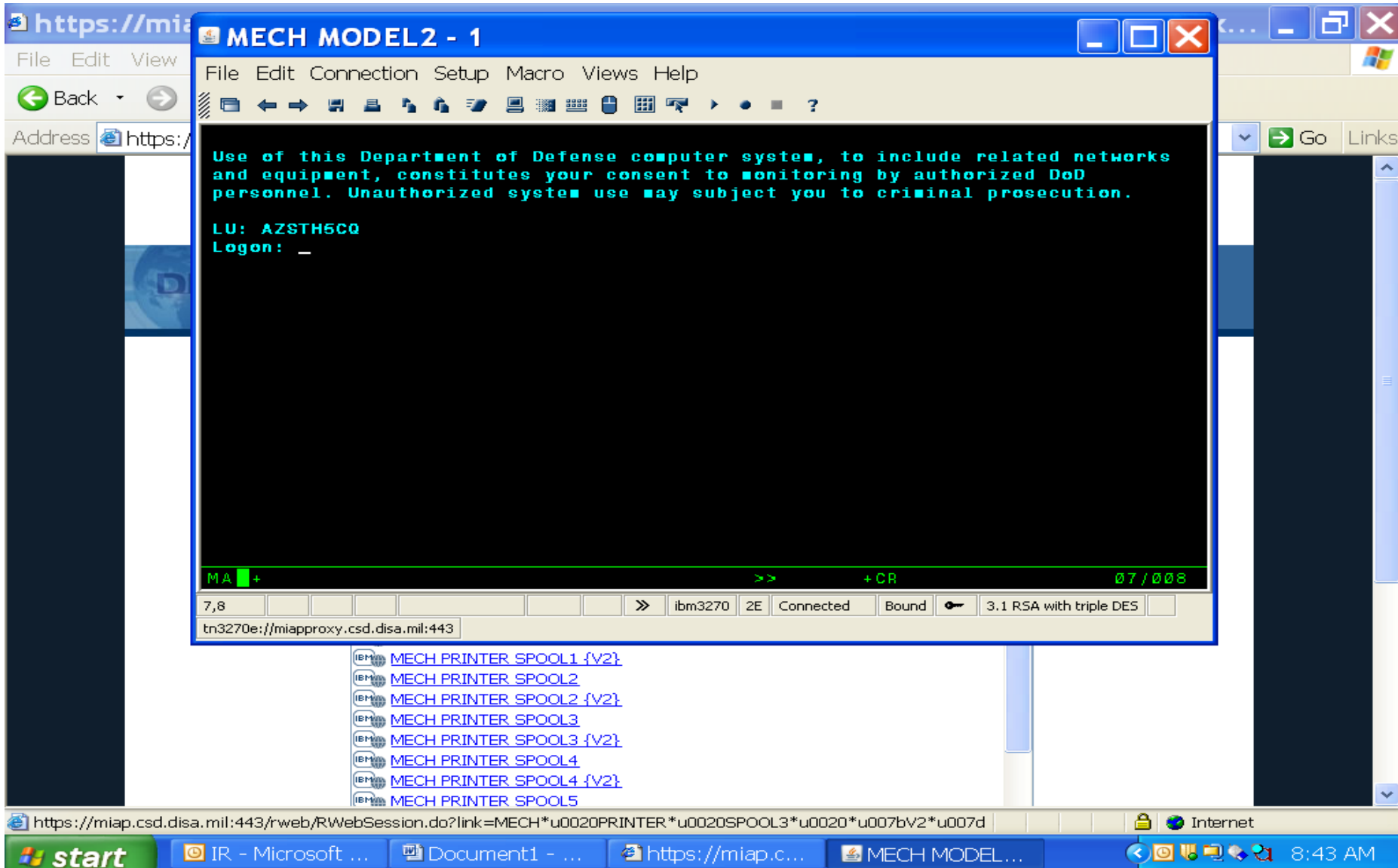


Close Links List

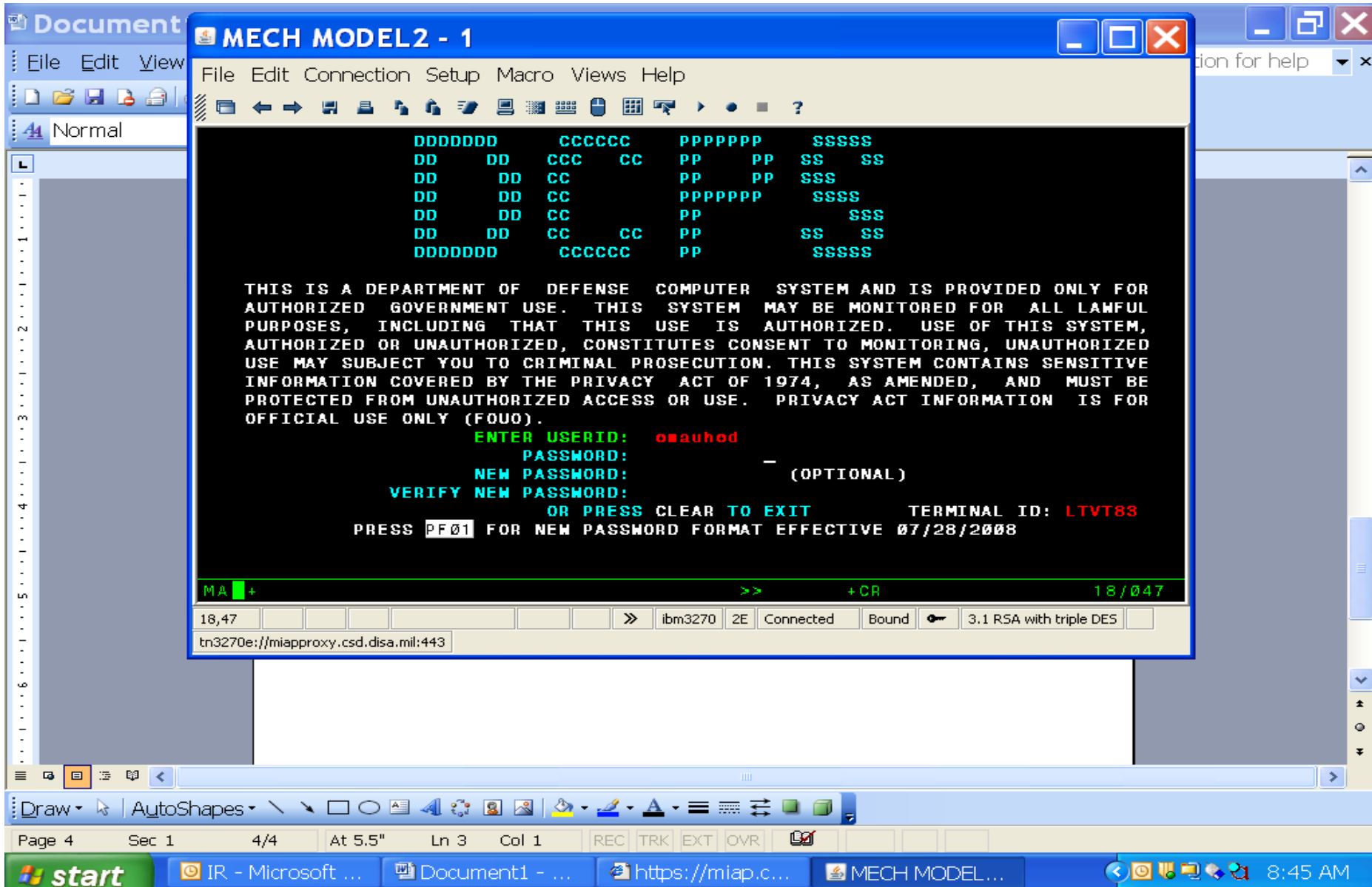
Refresh Links List

MIAP has verified that you have a compatible version of Java installed: 1.6.0_16

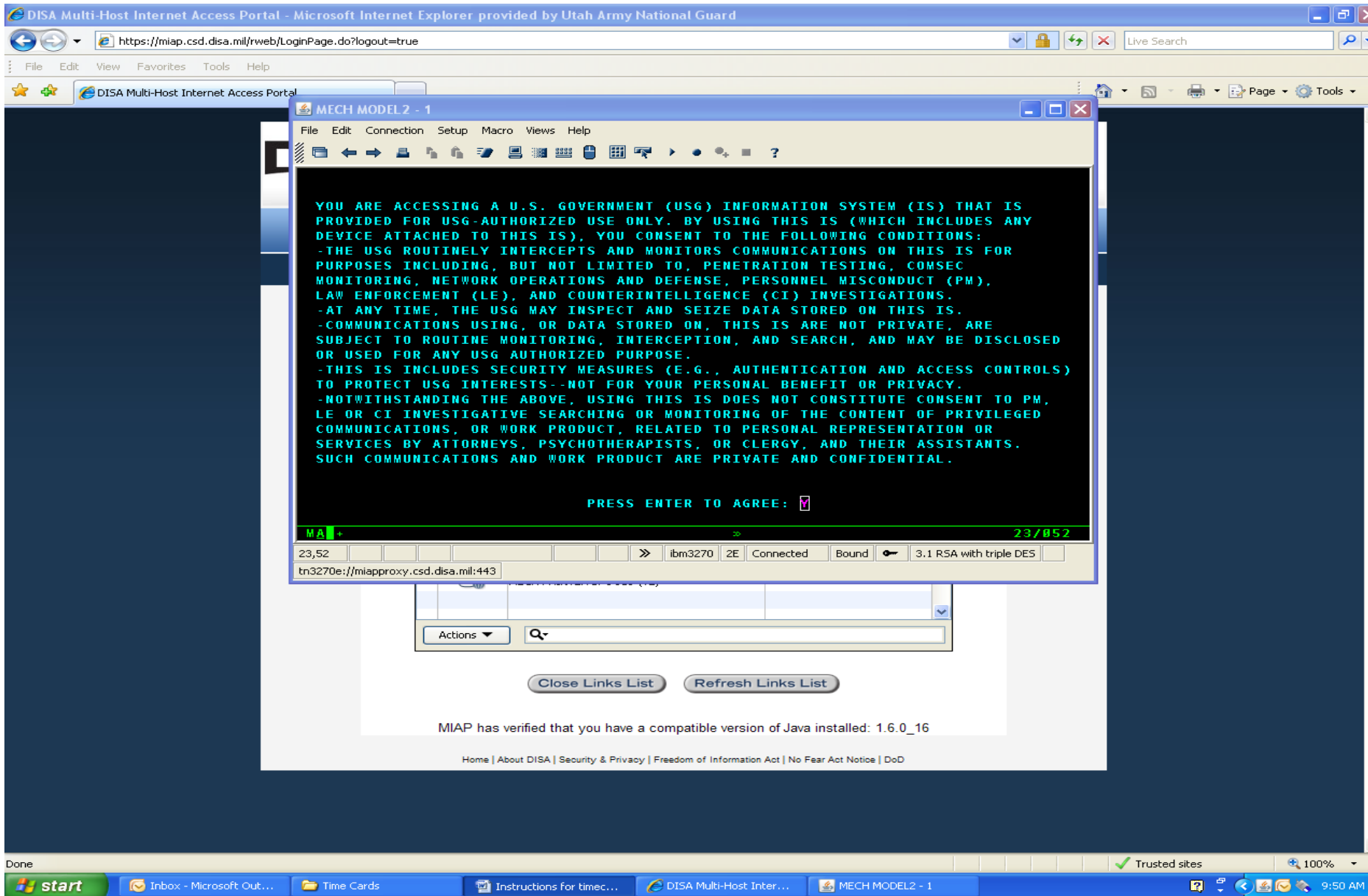
Double click on MECH MODEL 2 or MECH
MODEL 2 (V2)



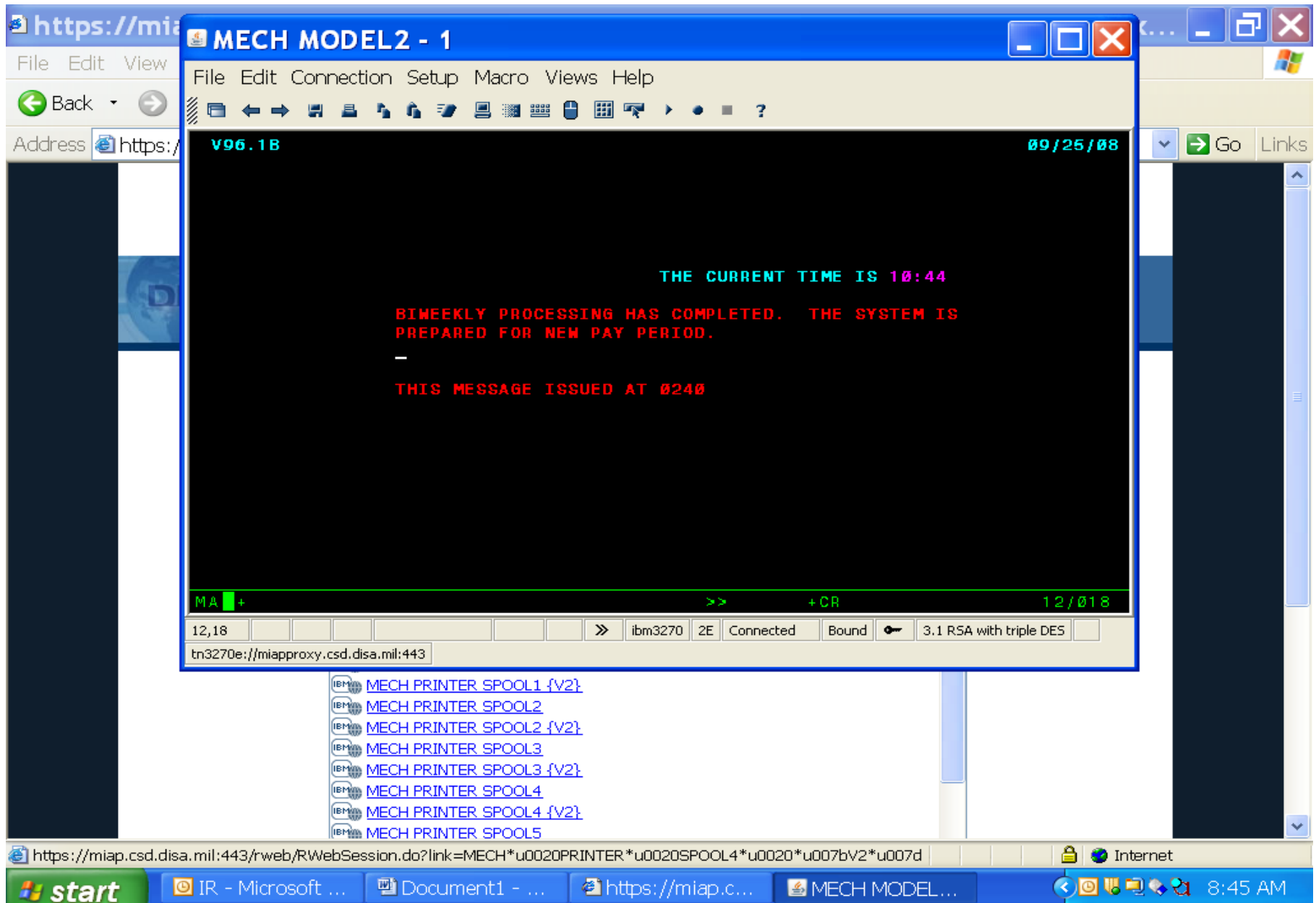
Logon- OMAPO



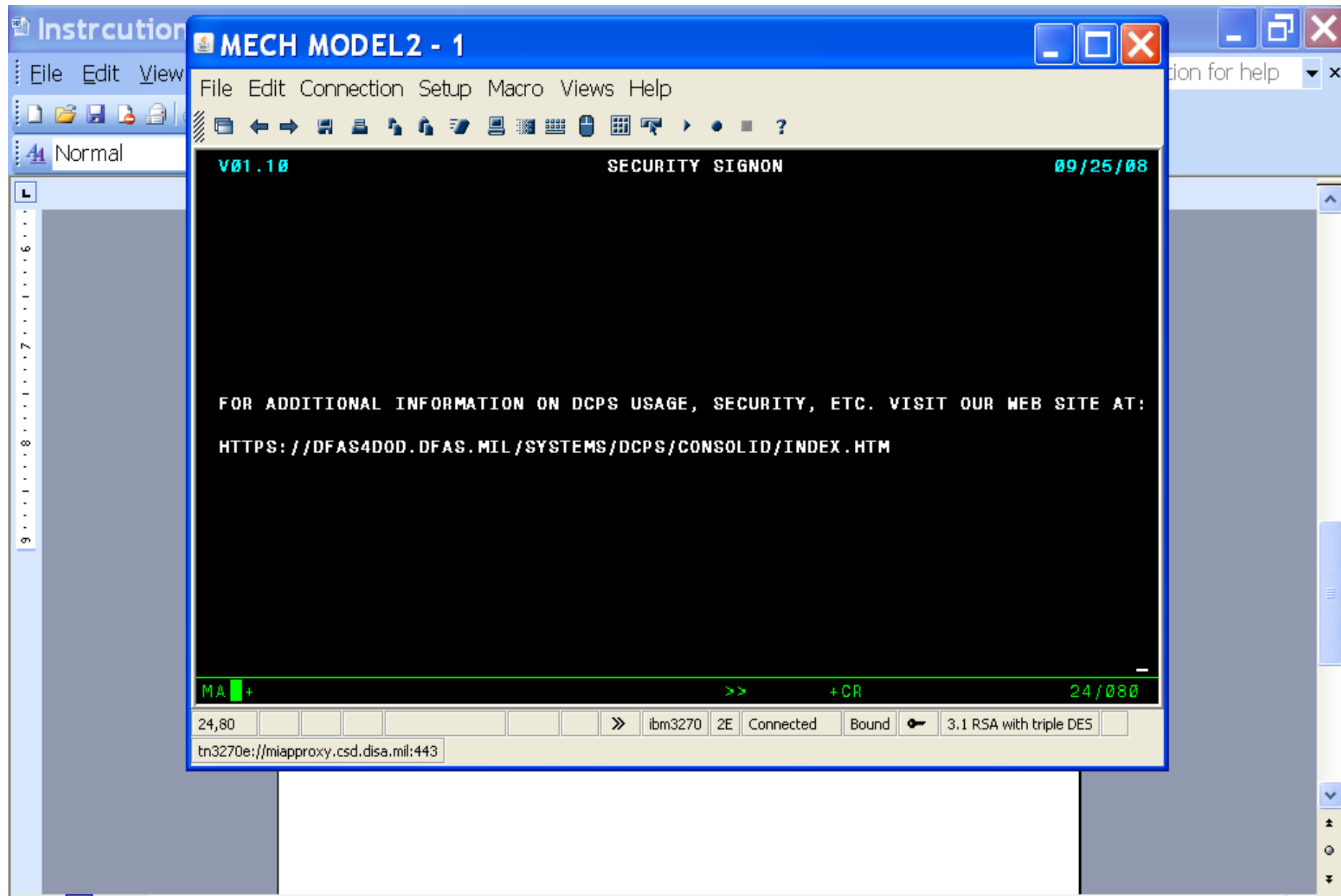
Enter Login- OMAU____
Enter Password



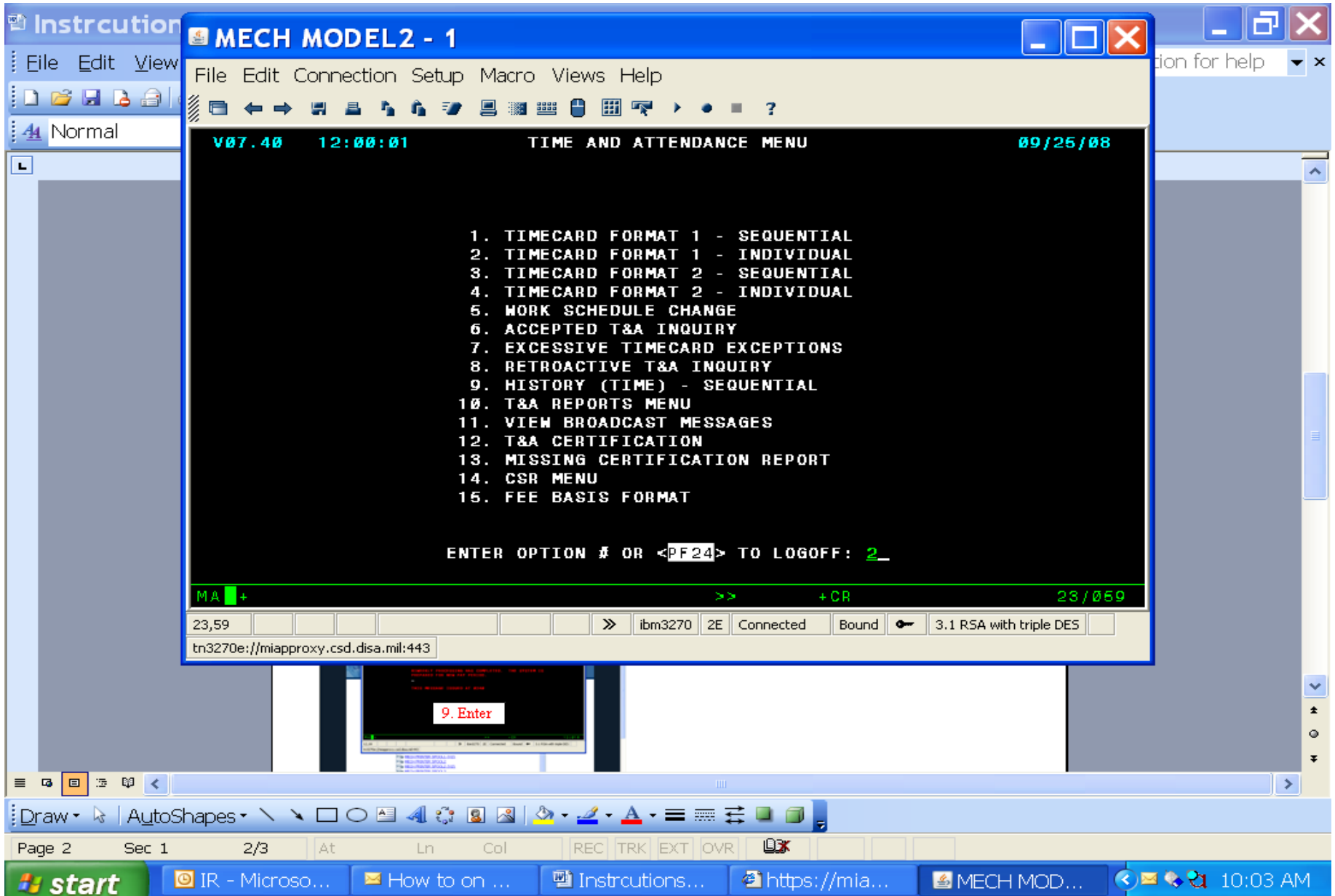
Enter Y (Enter)



Enter



Enter



Enter- #2 (Timecard Format 1 Individual)

Instruction

File Edit View

Normal

MECH MODEL2 - 1

File Edit Connection Setup Macro Views Help

V08.20 T&A TIMECARD FORMAT 1 09/25/08

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	DATE	NAME
SUP DATE EFF			EMP STA CD	GR/UNGR IDC	EMP TYP CD	WKD SCD
SCD DATE EFF			TA STA CD	JON		AMS
	SUN	MON	TUE	WED	THU	FRI
						SAT
						PLTN ROT

TOUR (WK 1)
TYP HRS/SFT
NIGHT DIFF
TOUR (WK 2)
TYP HRS/SFT
NIGHT DIFF

AC	MK	DY	TYP HR	HOURS	JOB ORDER	E/H OTH	LST HR	TEM SFT	NIGHT DIFF	INJ NO	ALT IDC
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-	-	-

0002 EMPLOYEE ID NOT FOUND

MA + >> +CR 03/032

3,32 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES

tn3270e://miaproxy.csd.disa.mil:443

11. Enter: SSN & Date (Month/Day/Year)

start

Page 2 Sec 1 2/2 At 7.3" Ln 20 Col 1 REC TRK EXT OVR

start IR - Microso... How to on ... Instrutions... https://mia... MECH MOD... 10:05 AM

Enter- SSN & Date (Month/Day/Year)

Instruction

File Edit View

Normal

MECH MODEL2 - 1

File Edit Connection Setup Macro Views Help

V08.20

T&A TIMECARD FORMAT 1

09/25/08

SITE ID	TAG	ACT	ORG	EMPLOYEE ID	DATE	NAME
ARNGUT00	UT02	W7N3AA	1521		09 25 08	
SUP DATE EFF	07/20/08	EMP STA CD	A	GR/UNGR	IDC	G
SCD DATE EFF	08/05/07	TA STA CD	A	JON		
	SUN	MON	TUE	WED	THU	FRI
	SAT					
TOUR (WK 1)	.00	10.00	10.00	10.00	10.00	.00
TYP HRS/SFT	0	RG	0	RG	0	0
NIGHT DIFF	.00	.00	.00	.00	.00	.00
TOUR (WK 2)	.00	10.00	10.00	10.00	10.00	
TYP HRS/SFT	0	RG	0	RG	0	0
NIGHT DIFF	.00	.00	.00	.00	.00	

PLTN ROT

AMS 8

AC	WK	DY	HR	HOURS	JOB ORDER	E/H	LST	TEM	NIGHT	INJ	ALT
						OTH	HR	SFT	DIFF	NO	IDC
-	1	2	LA	10.00	ANNUAL LEAVE	-	N	-	-	-	-
-	1	3	LA	10.00	ANNUAL LEAVE	-	N	-	-	-	-
-	1	4	LA	10.00	ANNUAL LEAVE	-	N	-	-	-	-
-	1	5	LA	10.00	ANNUAL LEAVE	-	N	-	-	-	-
-	2	2	RG	10.00		-	N	-	-	-	-
-	2	3	RG	10.00		-	N	-	-	-	-
-	2	4	LS	2.00	SICK LEAVE	-	N	-	-	-	-
-	2	4	RG	8.00		-	N	-	-	-	-

2090 MORE T/A AVAILABLE

MA +

>>

+CR

15/003

15,3

>>

ibm3270

2E

Connected

Bound

3.1 RSA with triple DES

tn3270e://miaproxy.csd.disa.mil:443

Enter- Time Information

#12

AC	WK	DY	HR	HOURS	Job Order	E/H OTH	LST HR
A = add	1	5	LA	2	Leave Annual (0730-0930)		
C = change							
F9 = Finish Timecard							

WHAT DO I DO WITH MY DISTRICT'S COMPLETED TIMECARDS?



- When you have completed the entry of your timecards you must forward them and all required documentation to the Technician Pay CSR in the Military Pay Section for auditing and subsequent filing and retention.
- These must be submitted to the CSR before the close of business on Thursday of the Pay Period ending date.

WHO DO I CONTACT WITH INPUT ISSUES AND QUESTIONS?



- When you have an issue or a question, you can contact your local CSR.
- Your CSR is Chris Bamford 801-432-4160 or DSN 766-4160.
- You can also use the Pay Inquiry System to submit issues.

HOW DO I ENTER A CORRECTED TIME CARD?



1. Make a copy of the timecard.
2. Write the word **CORRECTION** across the top of the time card using **red** ink.
3. Line through the incorrect entry using **red** ink.
4. Write in **red** ink the correction or enter the additional entries.
5. Write an explanation of the correction on the bottom of the time card using **red** ink.
6. The supervisor must sign in **red** ink above the original signature.

WHAT IS A REJECTED TIMECARD?



- Unsigned or no signature card on file
- Incorrect codes
- Missing initials/remarks
- No orders attached
- NGB 46-14 not attached
- Incorrect, missing or incomplete SSN

DOS AND DON'TS

DO

- ✓ Use a Transmittal Cover Sheet
- ✓ Staple Timecards in the top right-hand corner
- ✓ Double check for errors

DON'T

- ✓ Use White Out
- ✓ Put Timecards on CSR's desk (Use the Locked In-box only)
- ✓ Use Paper Clips

THE FINAL RESULT



QUESTIONS

